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MEMORANDUM FOR:  Instructor Admin, OTR

Roy:

I attended the first running of the program for re-orientation for supervisors on 10 April and have little to offer in the way of substantive suggestions for improvement. I think the subject was well covered, and I have no suggestion for additions.

I have heard a number of suggestions that someone set the stage for the session at an early point in the presentations. This may be a valid point for those who are not well aware of the purposes of the session before they arrive.

Whoever has the spot on the present timetable for 11:10 to 11:45 would, I believe, have a better audience if a break is established between that session and the one which it follows. There were a few sleepy and many restless persons among the audience.

I was impressed with the panel session and have heard many favorable comments; some suggesting that the time allotted the panel be increased substantially. I do not agree with these suggestions. I think the panel was a highlight in the program; but, I believe, maximum effective time was allotted to it; more time probably would result in facetious or silly questions. Two suggestions in the panel session which I hope never come to pass are: (a) a supervisor's handbook, and (b) a change in the fitness reports about every four years.

I believe that good supervisors benefit greatly from a session such as this. Many of them heard for the first time the policies, principles, and attitudes of senior Agency officials which, I suspect, are not always the same as those which they hear daily from their own supervisors.

I believe that sessions like this where the duties as well as the authorities and responsibilities of the supervisors are stressed do much more to enhance his job than the detailed do's and don't's in regulations, handbooks, etc., which I believe tend to water down the authority and function of the supervisor.

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